

 <p>Massachusetts Department Of Correction</p> <h1>POLICY</h1>	<p>Effective Date 12/1/2022</p> <p>Annual Review Date 12/1/2022</p>	<p>Responsible Division Deputy Commissioner, Administration</p>
<p>Policy Name</p> <p>103 DOC 210A CODING OF OVERTIME</p>	<p>M.G.L. Reference: M.G.L. c. 3; M.G.L. c. 124 §§ 1(c) & (q); M.G.L. c. 150E</p> <p>DOC Policy Reference: 103 DOC 560</p> <p>ACA/PREA Standards: 5-ACI-1D-09</p>	
<p>Attachments Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>Inmate Library Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<p>Applicability: Staff</p>
<p>Public Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		<p>Location: Department's Central Policy File Each Institution's Policy File</p>
<p>PURPOSE: To establish Department of Correction ("Department") procedures in which the use of overtime is coded and reported in order to facilitate monitoring of the costs incurred for overtime use and reasons for same.</p> <p>RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY: Deputy Commissioner, Administration Executive Director, Administrative Services Budget Director</p> <p>CANCELLATION: 103 DOC 210A cancels all previous Department policy statements, bulletins, directives orders, notices rules or regulations regarding overtime.</p> <p>SEVERABILITY CLAUSE: If any part of 103 DOC 210A is, for any reason, held to be in excess of the authority of the Commissioner, such decision shall not affect any other part of this policy.</p>		

TABLE OF CONTENTS

210A.01	General Requirements	3
210A.02	Categories of Overtime	3
210A.03	Recording of Forced Overtime	7
210A.04	Responsible Staff	7

210A.01 **GENERAL REQUIREMENTS**

Each Superintendent shall report the amount of overtime used and reasons for same on a daily basis to the Budget Director or designee, via the Overtime Tracking application located on the DOC Intranet. The appropriate reason for the use of overtime shall be coded as described in this policy.

Each Superintendent and institution administrator shall implement the internal procedures necessary to code the use of overtime on a shift-by shift basis for input into the Overtime Tracking application.

210A.02 **OVERTIME CODES**

The following are codes for each reason for overtime listed in the tracking application:

Category 100 Vacancy: Overtime used to fill a post which is vacant due to any of the following reasons:

101	Personal Illness (Sick Time)
102	Family Illness (Family Sick Time)
103	Vacation Time
104	Personal Time
104A	24 Hour Personal Time
104B	Pre-Picked Personal Time
105	FMLA - Continuous
105A	FMLA - Intermittent
106	Industrial Accident
107	Military
108	FTE/Position Vacancy
109	Jury Duty
110	Late Relief
110A	Late Relief (Captains)
111	Maternity/Paternity
112	In-Service Training
112A	Other Training
113	TRT & SRT Fill Behind

In order to properly code the use of overtime, the shift commander shall first determine how many regular posts exist for which there are normally staff allocated on that particular shift, that particular day.

If the Shift Commander determines that the shift lacks sufficient staff to fill all of the regular posts due to absence(s) of some kind (except regularly scheduled days off), then he/she/they shall use one (1) or more of the vacancy codes as explanation for overtime hired to fill one of those regular posts; provided, that the Shift Commander exhausts all possible staff resources, via reassignment from existing regular posts which may safely be left vacant for that particular shift, and then, only to the degree that the number of staff hours lost due to vacancy exceeds the number of "relief" or "available" staff hours available on the shift.

When utilizing CIRT/SRT Fill Behind, the reporting authority shall include the name of the individual on CIRT/SRT, the date in which the backfill was needed, and the name of the individual that received the overtime for the said backfill in the 'Comment' section of the Overtime Tracking application.

Category 200 - Emergency: Overtime used as a result of some emergency situation, excluding disorder situations listed under category 400, which requires keeping staff beyond their normal tour of duty or which requires that staff be called in to the institution during times other than their scheduled tour of duty. Such emergencies are listed on the "Weekly Overtime Report" form and include:

201	Physical Plant Maintenance
206	Use of Force - Debrief, Reports etc.
208	TAC team

When utilizing TAC Team Call Up, the reporting authority shall include the name of the individual on the TAC Team, the date in which the backfill was needed, and the name of the individual that received the overtime for the said backfill in the 'Comment' section of the Overtime Tracking application.

Category 300 - Transportation: Overtime used for transportation of an inmate to court, medical appointment, other correctional institution or jurisdiction, or escorted furlough.

301	Transfer, Courts
302	Escorted Furloughs
303	Medical Trips (Scheduled)
303A	Medical Trips (Unanticipated)

Category 400 - Disorders: Overtime used as part of the overall response to a specific disorder pursuant to 103 DOC 560, *Disorder Management*.

401	Disorder
-----	----------

Category 500 - Medical: Overtime used to cover an outside hospital detail or an eyeball watch ordered by medical or mental health personnel.

For Hospital (Over ninety-six (96) or thirty-six (36) hours), the reporting authority shall include the inmate's name, the name of the individual receiving the overtime, as well as the date in which the overtime was required in the 'Comment' section of the Overtime Tracking application.

501	Hospital - 96 or 36 Hours
502	Hospital (Over 96 or 36 Hours)
503	Eyeball Watch

Category 600 - Administrative: Overtime used for various administrative.

For Captains, the reporting authority shall provide the name of the Captain receiving overtime and the date in the 'Comment' section of the Overtime Tracking application.

601	Captains
603	Shift Briefing
610	Report Writing
611	Other

Category 700 - Investigations: Overtime used for I.P.S. investigations or operations, K-9, shakedowns, investigations by personnel other than I.P.S., and arrests.

701	I.P.S.
702	K-9
703	Shakedown
704	Investigations
705	Arrests
706	Escape/Apprehension

Category 800 - Special Details: Overtime used for very specific purposes as indicated by the codes listed below. Note that overtime incurred by the locksmith, armorer, or tool control officer shall be coded under this category only when the specific project or detail is not appropriately coded within category 200 - Emergency.

All overtime reported for Honor Guard Detail shall be accompanied by a list of the names of those individuals receiving the overtime as well the dates in which it was required in the 'Comment' section of the Overtime Tracking application.

804	Construction
807	Department Special Projects
808	Honor Guard Detail

Category 900 - Outside/D.P.W. Work Crews: Overtime used to cover outside inmate work crews. These shall be coded as either a highway crew or all other types of work crews.

For those inmate work crews where the Department receives reimbursement (901 Reimbursable Crews), the reporting authority shall provide the name of the agency, city, town, etc, which is providing reimbursement in the 'Comment' section of the Overtime Tracking application.

901	Reimbursable Crews (by Whom)
902	All Other Crews

Category 1200 - Non-Custodial: Overtime incurred by all non-custodial staff for any reason. Overtime within this category is coded according to the specific department incurring the overtime, regardless of the reason. Note that code 1202 Administrative refers to non-management administrative personnel such as confidential secretaries, administrative assistants, etc.

1201	Management
1202	Administrative
1203	Maintenance
1204	Food Service
1205	Laundry
1206	Fiscal
1207	Power Plant - W.W.T.P.
1208	Classification - Records
1209	Treatment
1210	Storehouse

210A.03 **RECORDING OF FORCED OVERTIME**

Any non-volunteer (forced) overtime must be recorded in the number of bodies and in the number of hours in the overtime tracking application on a per-shift basis.

210A.04 **RESPONSIBLE STAFF**

The Budget Director under the supervision of the Executive Director of Administrative Services, shall be responsible for the monitoring and implementation of this policy throughout the Department.

Each Superintendent, Division Head, or designee shall be responsible for implementation of this policy, and for the development of any and all necessary and appropriate institution policies and procedures to accommodate same.

Each Superintendent is to ensure that in the event of a department wide loss of computer infrastructure; a contingency plan for Continuity of Operations Plan (COOP) is located at the ACA/Policy Coordinator's office.